

Motel Direct Billing Instructions

A Motel Direct Billing is defined as when a motel bills the department directly for rented rooms normally paid by the person making the reservation. Direct billing is available when an employee(s) is traveling to perform his / her job duties or when a meeting room is needed for training, conferences or other various functions. The following is a list of requirements that **MUST** be met with a few brief instructions to help you meet those requirements.

1. Direct billing for sleeping rooms will not be approved for anything less than the equivalent of a four (4) night stay. Examples include: One (1) person for four (4) nights at the same motel; Two (2) people for two (2) nights at the same motel; Four (4) people for one (1) night at the same motel; etc. Possible deviations from this policy may be considered for direct care staff and special circumstances, prior approval from the Office of Budget & Finance is necessary.
2. All direct billing of meeting rooms will be reviewed and approved by Budget & Finance staff.
3. To make application for direct billing, please complete a written request stating the name of the division, purpose of the stay or event, the motel and location of the stay or event, the date(s) of the stay or event, the staff involved with the stay or event, and any specific payment coding instructions pertinent to the billing. The request may be e-mailed to the Accounts Payable Senior Claims Clerk, Melisa Antijunti, as a MS Word attachment. You **must** notify the Senior Claims Clerk and the motel of any changes to the original request. If the Senior Claims Clerk is out of the office for an extended period, the request may also be sent to Denise Trebesch, Accounts Payable Manager.
4. The request will be reviewed and a reply will be sent via e-mail to the original applicant. The applicant can then make final arrangements with the motel.
5. The Department of Human Services (DHS) will only pay for those direct bills having prior approval from the Office of Budget & Finance (BF). Do not accept a motel's offer to direct bill as prior approval has not been sought. Any direct bill received by BF that does not have prior approval will be the responsibility of the employee.
6. DHS will only pay the SD Board of Finance approved rates for sleeping rooms found in Title 5 Article 5:01. A list of motels agreeing to state rates can be found at the BOA Fleet & Travel website <http://www.state.sd.us/boa/fleet&tr.htm>. However, there may be other motels willing to accept state rates that are not included on the list. It is important to verify this prior to arranging any reservations. A motel agreeing to state rates doesn't necessarily mean they will direct bill, so this should also be verified at the time of reservation.
7. DHS will not pay tax, phone calls (unless work related), energy surcharges, movies, food (unless approved meeting room request included working meals at state per diem rates found in Title 5 Article 5:01 or non-alcoholic beverages served during a meeting break) or other miscellaneous expenses not related to the purpose of the stay or event. If the motel being used is not a current vendor of the department, then a tax exempt certificate should be given to the motel to ensure no taxes will be added to the final invoice(s). Also, a substitute W-9 Taxpayer Identification Number (TIN) Verification form should be completed by the motel to allow payment to be made when the invoice arrives.

8. Itemized invoices are required and should be given directly to Melisa Antijunti, Senior Claims Clerk. These invoices may also be mailed to the following address:
SD Department of Human Services
Hillsvie Plaza, 3800 East Highway 34
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070

A separate invoice for each employee's sleeping room must be submitted.

If you have questions regarding these requirements / instructions, you may contact Melisa Antijunti, Senior Claims Clerk, or Lloyd Johnson, Assistant Director, at (605) 773-5990 or via e-mail. Also, if there are any comments, concerns, or etc., you may also contact John T. Hanson, Director of Budget & Finance.